

YOUTH SERVICES POLICY

Title: Certification of Compliance and Internal Controls for all Personnel Actions Next Annual Review Date: 01/11/2011	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.32
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References: Civil Service General Circular No. 1522; Civil Service Rules Chapter 15	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 01/11/2010

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. APPLICABILITY:

Deputy Secretary, Undersecretary, Chief of Operations, Assistant Secretary, Deputy Assistant Secretaries, Deputy Undersecretary, and the Human Resources Director.

III. DEFINITION:

Unit Head - Deputy Secretary, Facility Directors, and Regional Managers.

IV. POLICY:

It is the Deputy Secretary's policy that each Unit Head shall establish a uniform policy, which includes internal controls to prevent fraud, for certification of compliance for all personnel actions.

V. PROCEDURES:

- A. Every Employee Notification form generated from ISIS must contain a statement certifying that the personnel action is made in compliance with all federal and state laws, Civil Service Rules and YS Policies. Certified Employee Notification forms shall be maintained in the employee's personnel file.

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- B. Employee Notification forms must be signed and dated by the Unit Head or designee. The Unit Head is authorized to delegate responsibility for certification of compliance to the unit's Human Resources Manager(s) and HR Supervisor.

Previous Regulation/Policy Number: A.2.32

Previous Effective Date: 12/10/08

Attachments/References: